

**Utah State Library Board  
LSTA Advisory Council  
Library for the Blind & Disabled Consumer Advisory Committee**

**PROCEDURES AND POLICIES FOR MEETING MINUTES—DRAFT**

1. Written and recorded minutes shall be kept of all open meetings.
  - a. Recorded and written minutes are public record. The recording of the meeting shall be made available to public within 3 business days.
  - b. Written minutes from open meetings will be made available within 15 business days.
  - c. When minutes are complete but waiting for official approval they are public record and must be marked as “Unapproved.”
2. Minutes for both open and closed meetings must include date, time and place of the meeting and the names of all members present or absent.
3. Open meetings must include a summary of:
  - a. All matters proposed, discussed or decided.
  - b. Names and substance of information from individuals giving testimony or comment.
  - c. Record of individual votes for each member by name.
  - d. Additional information requested by a member.
  - e. Any other information that is a record of the proceedings.
4. Closed meetings must include the following information in the open meeting minutes at which the closed meeting was approved: the reason for a closed meeting, the location, the vote by name of each member either for or against the motion to close the meeting, names of others present unless it infringes on the purpose of the meeting. Closed meeting must be recorded and include the above information and written minutes may be kept but are not required.
5. Written minutes only shall be kept for a site visit if no vote/action is taken.

6. Minutes of electronic meetings are subject to the same rules that apply for convened meetings.
7. Notification of meeting must be given at least 24 hours before the meeting, with the agenda, date, time and place.

**Approval of Minutes:**

Minutes shall be read by members prior to the next scheduled meeting, including electronic meetings. At the beginning that meeting, at the direction of the chair, minutes shall be amended and/or approved with individual votes recorded in the minutes. The minutes will be then marked as "Approved."

**Utah Code: §52-4-101 to §52-4-305 "Open & Public Meetings Act"**